

Use of Data/WIA Title I-B Equal Opportunity Information

A partnership sponsored by the Minnesota Department of Employment and Economic Development
and your local One-Stop Service Area

WORKFORCE DEVELOPMENT, INC. (WSA #8)

Please read the data privacy notice below and the equal opportunity information on the reverse side. When you finish reading, please sign and date at the bottom.

DATA PRIVACY NOTICE: The WorkForce Center staff uses the information you give us on this form to help you find employment and training, and other available services that you may need to help you find and keep a job. We put the information in a case file and a computerized record keeping system. Agency staff can see the information in order to carry out their job duties. We use the information for reports and audits required by federal and state agencies that provide money to run our programs. These reports do not identify individuals.

Information on the form is private data. Only information directly related to helping you find employment will be shared with employers. The information on this form is also available to federal state and local government employees and subcontractors whose jobs require access to it and who are authorized by federal and state laws to receive the data. We may also use the information from wage records kept by the Minnesota Department of Employment and Economic Development to help us evaluate the program.

You are not legally required to answer any of the questions. If you do not provide the information, or give us false information, program benefits may be denied or delayed. False or incorrect information may also cause a delay in receiving other services or result in a service that does not meet your needs.

You do not have to provide a Social Security Number to be eligible for our programs. The Federal Privacy Act and Freedom of Information Act dictate the use of the Social Security Number. We may use it for computer matches, program reviews and improvements, and audits.

EQUAL OPPORTUNITY IS THE LAW: (Please see the reverse side for additional information) We consider applicants without regard to race, color, creed, religion, national origin, age, sex, political affiliation or belief, marital status, disability, sexual orientation, or status with regard to public assistance. It is our policy to abide by all federal, state, and local laws concerning discrimination.

COMPLAINT AND APPEAL POLICY: If you feel that anyone in our office has treated you unfairly, you have the right to file a complaint. If you have been denied services, you have the right to an appeal. If you wish to file a formal complaint or an appeal, please see a staff member for assistance.

I have been made aware of and understand the Data Privacy Notice. (If you do not understand this statement, please ask that a staff member explain it to you.) I agree that the information on this form may be shared among Minnesota WorkForce Center agencies for the purpose of helping me find employment or training.

I have read the equal opportunity information found on the reverse side "NOTICE TO THE PUBLIC", Equal Opportunity Is The Law. I understand that I have the right to file a complaint of discrimination.

Date

Signature

If Under 18, Signature of Parent or Guardian

This material is available in alternative formats, such as large print, Braille, or audio tape.

NOTICE TO THE PUBLIC
Equal Opportunity Is The Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of program financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I – financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIA Title I – financially assisted program or activity;

Providing opportunities in, or treating any person with regard to, such a program or activity; or

Making employment decisions in the administration of, or in connection with, such a program or activity.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I – financially-assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Lynda Hyberger
Workforce Development, Inc.
1302 Seventh Street NW
Rochester, MN 55901
Phone: (507) 292-5188
MN Relay 711
Fax: (507) 292-5173
Email: lhyberger@wfdi.ws

The Director
Civil Rights Center, (CRC)
U. S. Department of Labor
200 Constitution Avenue NW
Room N-1423
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient uses a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filling a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

The above "NOTICE TO THE PUBLIC" applies to the federal programs covered under the Workforce Investment Act, Complaints concerning services provided by non-WIA programs may be processed differently.

The recipient* must provide the notice to all appropriate parties including: registrants and applicants for services; participants; applicants for employment; employees; unions or professional organizations that hold collective bargaining or professional agreements with the recipient; sub-recipients that receive Workforce Investment Act (WIA) Title I funds from the recipients; members of the public, including those with impaired vision or hearing.

***Term to Know – Recipient:** Any entity to which financial assistance under WIA Title I is extended, either directly from the U.S. Department of Labor or through the Governor or another recipient; excluding the ultimate beneficiaries of the WIA Title I funded programs or activities.